



Historic District Review Board Staff Report

Agenda Title: Tax Map #83A4-B-47 on Stone Road

Agenda Date: April 21, 2026

Prepared by: Tracy Outten, Planning/Zoning Assistant –
Preservation & Zoning Administrator

Reviewed By: Katie H. Nunez, Director of Planning & Zoning
Administrator

Date: April 10, 2026

Applicant: Kelly A. Decker

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: Stone Road

Work to be Performed: to construct a new two-
story mixed-use building and a new accessory
structure

Tax Map: 83A4-B-47

Current Zoning: C-3

Lot Size: 5,688 sq. ft.

Historic Register: NA

Description:

Accessory Structure:

Date Application Received: March 13, 2026

Pre-Application Meeting: April 21, 2026

Date Application Deemed Complete: April 10, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): July 9, 2026

Overview:

The applicant is seeking to construct a new 1,277 sq. ft., two-story mixed-use building and a new 294 sq. ft. accessory structure. The application also includes installing shell pavement parking areas and a driveway. Although this lot is currently vacant and outside of the district, Town Council assigned the “corridor entrance to the Town” to the HDRB to review and ensure that new construction for the C-2 and C-3 lots should be compatible, sympathetic, and complementary to the district and harmonious to the other development occurring in the Entrance Corridor.

**Aerial Map:
STONE ROAD**



Materials:

Roof: Main: (Pitch: 6:12): GAF Asphalt Shingles; Accent: Standing Seam Metal Galvalume

Siding: James Hardie Fiber Cement Board: Front: Shingle Staggered Edge 9" exposure, Sides, Rear, & Accessory Structure: Cedarmill Lap 7" exposure, and Front Turret: Eldorado Stone Veneer: Limestone 4" x varying lengths

Windows: Anderson 400 Series Fibrex with SDL: Double-Hung: 6-lite, 4/4, 6/6, Bay 3-lite, Arched: 8-lite & 10-lite

Trim: 7" exposure Hardie Select Cedarmill, and Fascia: 5/4" x 8" Hardie Board

Doors: Therma-Tru Fiberglass Front: 1st Floor: 3' x 8' Arched Medium Distressed Knotty Alder Wood; 2nd Floor: 6'0" x 6'8" French Pocket 12-lite; Back Storage: 6' x 8' Arched Medium Distressed Knotty Alder Wood; Side: 3'6" x 8' arched 10-lite

Front Juliette Balcony: Decking: 5.36" x .94" Timbertech Composite; Railings: Square 42" ht Powder-coated Aluminum; Cap: 3" x 3"

Foundation: Concrete Turn-down Slab

Front Walkway: Concrete

Parking Lot, Rear Parking Area, and Driveway: Shell Pavement

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project is seeking to construct a 1,277 sq. ft., two-story multi-use building and a 294 sq. ft. accessory structure; and a shell pavement driveway, parking lot, and rear parking area. Although Zoning Compliance has not been achieved because the proposed construction exceeds the allowable lot coverage of 50%, the HDRB can still review the submitted application packet and decide if the proposed project and materials are in keeping with the Cape Charles Historic District Overlay Design Guidelines.

Please note that a separate Zoning Compliance will be required upon the submission of a building permit application to ensure conformance that the HDRB Votes are fully referenced and contained in the building plans. As of when the applicant submits for a building permit, a full set of building plans must be provided that includes a required Site Plan and Landscape Plan that details both the removal of existing trees if necessary and the proposed addition of trees to conform with CCTC Chapter 32, Appendix G – Tree Conservation and Preservation Ordinance along with the Historic District Overlay Design Guidelines Section 9.5 Landscaping.

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

Historic District Guidelines:

Section 5.13: New Construction of Primary Buildings

Section 6.3: New Accessory Structures/Accessory Dwelling Units (ADUs) Associated with New Primary Buildings

Section 9.1: Hardscaping (Driveways, Walkways, & Other Paving)

Section 9.5: Landscaping

Staff Recommendation:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed new home, driveways, and outdoor shower are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

Staff is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

Attachments:

Attachment 1: Zoning Review Check List Residential-1 District

Attachment 2: Total Lot Coverage Sheet

Attachment 3: Application and Supporting Documents